

SHASTA COUNTY SUPERIOR COURT
Court Services Accounting/Procurement Officer
Supplemental Questionnaire
August 2015

Completion of this questionnaire is a required part of the selection process. Your responses must be submitted with your Court application by the filing date listed in the job announcement. Applicants who do not complete this supplemental questionnaire will be eliminated from the selection process.

It is important to answer the questions completely and accurately, but as concisely as possible. Your responses will be used to evaluate your writing skills as well as your experience and qualifications when determining the best-qualified candidates.

Please include your name on each page of your response.

1. Please describe in detail your most recent experience as it relates to Accounting Principles (financial or fiscal statistical recordkeeping experience). Please include employer, dates of employment, and title of position you held.
2. Please describe in detail your most recent experience as it relates to procurement of supplies, equipment, etc. Please include employer, dates of employment, and title of position you held.
3. Please list the program applications you are proficient in and provide examples of financial or statistical recordkeeping you have performed using these applications.
4. Please list any coursework you have completed in Accounting, Finance, Statistics, or closely related field. Please list the name of the class, the number of units, and the name of the college or university.